

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 80-00.A

Subject:

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INFORMATION RESOURCES MANAGEMENT

1. PURPOSE. This directive consolidates policy guidance and assigns responsibilities regarding Information Resources Management (IRM) at the Federal Law Enforcement Training Center (FLETC) and includes the following.

CHAPTER 1 - RECORDS MANAGEMENT PROGRAM

CHAPTER 2 - CORRESPONDENCE AND FILES MANAGEMENT PROGRAM

CHAPTER 3 - FORMS MANAGEMENT PROGRAM

CHAPTER 4 - INFORMATION DISCLOSURE ACTIVITIES

CHAPTER 5 - INFORMATION SYSTEMS AND TECHNOLOGY

CHAPTER 6 - AUDIOVISUAL AND PRINTING SERVICES

CHAPTER 7 - INFORMATION ACCESS SERVICES

2. SCOPE. Guidance is provided on a variety of IRM disciplines and services which applies to all FLETC personnel and includes, as appropriate, participating organizations, contractors, and students.

3. BACKGROUND. Requirements and policy for all aspects of IRM are provided to the FLETC via various laws, Office of Management and Budget (OMB) Circulars, and Treasury Department directives. Various portions of the broad area of IRM responsibilities and programs are assigned to three divisions within the Office of Administration: Information Systems, Media Support, and Management Analysis. FLETC policies for the management of information and the use of information resources are currently located in a number of different directives promulgated by those divisions. This new directive is designed to incorporate the policies of all the existing directives into one directive with the individual divisions retaining responsibility for their areas of responsibility as described in their individual chapters. The directive will provide basic guidance, policy, and assignment of responsibilities while program procedures will be located in separate manuals, handbooks, or guidebooks. Until all the current directives are rewritten and reformatted into this new structure, readers will be advised to insert those current directives into the appropriate chapter location of this new directive.

4. DEFINITIONS.

a. INFORMATION is any communication or representation of knowledge (such as facts, data, or opinions) in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms.

b. INFORMATION RESOURCES include both government information and information technology.

c. INFORMATION MANAGEMENT is the planning, budgeting, manipulating, and controlling of information throughout its life cycle.

d. INFORMATION RESOURCES MANAGEMENT is the process of managing information resources to accomplish FLETC missions and to improve FLETC performance.

5. POLICY.

a. The FLETC shall develop and maintain an on-going IRM program designed to meet (1) strategic goals and objectives through the utilization of appropriate technology and (2) requirements established by the Congress, OMB , and the Department of the Treasury with regard to information resources management.

b. Requirements and procedures provided in various subject manuals, handbooks, or guidebooks will be followed in the conduct of business at the FLETC.

6. RESPONSIBILITIES.

a. All office directors, division and branch chiefs are responsible for ensuring IRM policies reflected throughout this directive are implemented within their respective units and that functional handbooks, guides, and/or other documents are issued describing specific procedures for the IRM activities in their areas of responsibilities.

b. The Information Resources Management Officer (IRMO) is responsible for developing and managing the IRM program and coordinating all information resources to accomplish the FLETC mission. The IRMO will be concerned with both the information itself and the related resources, such as personnel, equipment, funds, and information technology. The IRMO will ensure all aspects of the IRM program are coordinated and integrated into a flexible and comprehensive program that best meets the needs of the FLETC.

c. All FLETC employees (and participating organization and contractor personnel where indicated or appropriate) will adhere to the policies in this directive.

d. Additional specific responsibility assignments are located in the chapters of this directive. The above three responsibilities apply to all chapters although they will not be repeated in each chapter.

7. CANCELLATIONS.

a. FD 80-03.C, FLETC Recurring Internal Reports Management Program, is canceled in its entirety.

b. The following directives are canceled by incorporation into this directive.

- 25-01 FLETC Files Manual
- 26-02 Congressional Inquiries
- 71-05.B Control and Safeguarding of National Security Information
- 79-01 Use of FLETC Bulletin Boards
- 80-02.B Correspondence Manual
- 80-04.A Forms Management Program
- 80-05 FLETC Records Management Manual
- 80-05.A Privacy Act
- 80-05.B Freedom of Information Act

c. The directives listed below are canceled by incorporation into this directive. However, until revisions are prepared, the existing directives should be removed from the Directives Manual, renumbered to reflect the appropriate chapter of this directive, and refiled with this directive in the Directives Manual.

- 10-08.A Information Systems Programming Services
- 86-01 Telephone Service Control and Use at the FLETC
- 70-05 Printing and Publishing Services
- 70-05.A Audiovisual Management at the FLETC
- 73-20 Radio Frequency Management
- 82-01 Control of Automated Information Systems
- 82-02 Automated Information Systems Security
- 82-03 Standards for Information Systems of FLETC

8. OFFICE OF PRIMARY INTEREST. Office of Administration with the Management Analysis, Information Systems, and Media Support Divisions sharing responsibilities for their respective chapters.

/s/

Charles F. Rinkevich
Director

CHAPTER 1

FEDERAL LAW ENFORCEMENT TRAINING CENTER RECORDS MANAGEMENT PROGRAM

This chapter describes the policy and responsibility assignments inherent in the management of records (regardless of media) at the FLETC. It applies to all records created, maintained, stored, retained, and disposed of by the FLETC and FLETC contractors.

POLICY

- , COMPLIANCE Records management activities will be conducted in accordance with all regulatory and executive requirements issued by the Congress, Office of Management and Budget (OMB), Department of the Treasury, General Services Administration (GSA), National Archives and Records Administration (NARA), as well as with internal requirements established by the Director, FLETC.
- , OWNERSHIP All records (including E-mail) officially created or received by a FLETC staff member, executive, manager, or contractor in the course of conducting Government business are the property of the FLETC. No person attains a proprietary interest in any official record that he/she may create, provide input into, or acquire custody or possession of, by virtue of his/her position as an official, employee, or contractor. Penalties contained in 18 U.S.C. 2071 regarding the willful and unlawful destruction, damage, improper alteration, or unauthorized removal of records may be imposed if warranted.
- , RIGHT TO EXAMINE Supervisors and management officials (within their work units), the Information Resources Management Officer (IRMO) (FLETC wide), and the Information Systems Officer (ISO) have the right to examine any record or record system (including electronic systems) at or belonging to the FLETC to ensure compliance with this directive. Personal records may not be examined without consent of the owner except that, if needed, the IRMO may examine the records to determine whether or not they are personal.
- , CREATION OF RECORDS Records created or gathered to conduct the business of the FLETC must be (1) limited to that necessary to accomplish business, (2) shared with those having a valid "need to know" to perform their responsibilities, and (3) made available to the public in accordance with appropriate laws and regulations.

, MAINTENANCE AND STORAGE OF RECORDS

- < All files and records will be stored in appropriate containers or electronic systems. Refer to the guidebook for specific procedures.
- < Physical and information security measures prescribed by management officials will be taken to protect FLETC information against damage, loss, or misuse in order to have information available when needed and to preserve information as required.

, RETENTION

- < All records, regardless of media, will be retained by the designated "Office of Official Record" according to prescribed General Record Schedule and SF 115 retention schedules. Records will not be retained beyond the retention period without approval of the Records Management Officer nor will they be disposed of prior to the expiration of the retention period.
- < Each office shall know the types of information for which they are the Office of Official Record and the retention period for those records. A specific listing for many Office of Official Record assignments is located in the Records Management Guidebook.

, DISPOSAL

- < Disposal will occur when the retention period has been met. Privacy Act information (addresses, home phone numbers, social security numbers, etc.) must be shredded rather than simply discarded in the trash.
- < Records retained in the FLETC Records Center will be disposed of by the IRMO. Historical documents will be retained by the IRMO and offered to the NARA as required.

, ELECTRONIC RECORDS, E-MAIL, and OTHER MAIL MESSAGING SYSTEMS

- < E-mail records documenting work activities must be printed out and filed with the documentation for that activity. Examples of such E-mail messages include, but are not limited to, approvals, clarifications of issues, justifications, status updates, and comments/input on issues.
- < Care will be taken to ensure that E-mail reflects sufficient information; i.e., it is clear that the message content is meaningful, the sender and the receiver are identified, and the message is dated.
- < E-mail access shall be protected through compliance with required security measures.
- < E-mail records will be filed and disposed of in accordance with records management procedures.

, PROCEDURES Detailed guidance on records management issues will be provided in the Records Management Guidebook promulgated by the IRMO.

SPECIFIC RESPONSIBILITIES

, The Chief, Information Systems Division (ISD), is responsible for: providing technical support for the E-mail system(s); upgrading the system(s) as appropriate; and training on E-mail operations.

, The IRMO is responsible for providing guidance on the creation, utilization, storage, retention, and disposition of E-mail records.

CHAPTER 2

FEDERAL LAW ENFORCEMENT TRAINING CENTER CORRESPONDENCE AND FILES MANAGEMENT PROGRAMS

This chapter outlines the policies and responsibilities inherent in the management of correspondence and files at the FLETC. It applies to all FLETC employees and to any official correspondence or file created, used, or maintained by a contractor.

DEFINITION

- , CORRESPONDENCE includes, but is not limited to, all written communication in the form of letters, memorandums, or action packages generated by FLETC staff members.
- , FILES is the term which describes groupings of correspondence into like or similar combinations. Usually, files are the file folders maintained in a file cabinet or drawer. However, electronic folders maintained in a computer or a network also are considered to be files.

POLICY

- , Correspondence will be prepared and processed in a standardized manner as outlined in the FLETC Correspondence & Files Guide.
- , The official guides for such issues as punctuation, abbreviations, capitalization, numerals, compound words, word division, and spelling will be the Government Style Manual or generally accepted commercial handbooks or dictionaries. A spell check program, while an excellent aid to proper spelling, is not considered to be an official guide.
- , All correspondence documenting FLETC business, in accordance with the Federal Records Act, will be maintained in a filing system utilizing the file code structure described in the FLETC Correspondence & Files Guide.

- , Filing procedures for retention of electronic documents are to be determined by the Information Resources Management Officer (IRMO). Until such time as that policy is released, official records will continue to be printed for filing purposes.

SPECIFIC RESPONSIBILITY

- , The Directives Coordinator (Management Analysis Division) is responsible for the preparation and publication of the FLETC Correspondence & Files Guide, and for providing guidance and assistance as needed.

CHAPTER 3

FEDERAL LAW ENFORCEMENT TRAINING CENTER FORMS MANAGEMENT PROGRAM

The policy and assignment of responsibility actions involved in the forms management program are found in this chapter. This information applies to all FLETC employees and contractors.

DEFINITIONS

- , FORM - Any document, printed or electronically produced or used, containing spaces for insertion or extraction of information.
- , STANDARD FORM - A form developed by a Federal agency and approved by the GSA for mandatory government-wide use.
- , OPTIONAL FORM - A form developed by a Federal agency for use in two or more agencies and approved, but not required, by General Services Administration (GSA) for government-wide use.
- , PUBLIC USE FORM - Any form used to gather information from the general public.
- , TREASURY DEPARTMENT FORM - Any form approved by the Department of the Treasury for use by bureaus and agencies.
- , OFFICIAL FORM - Any form required by law, regulation, directive, or policy with an annual usage of 100 or more copies to be used by two or more offices or divisions of the FLETC. This category includes standard, optional, and public use forms as defined above.
- , UNOFFICIAL FORM - Any form not meeting any of the above definitions. Included are "limited use" forms which are used within an office or division for internal purposes only.

POLICY

- , Only forms with official identification numbers are to be utilized for the conduct of FLETC business.

- , Standard Forms, Optional Forms, and Treasury Department Forms are pre-numbered official forms which may be used for the purposes for which they were designed without FLETC approval .
- , FLETC forms will be generated and used only for purposes for which there are no readily available OPTIONAL or STANDARD forms. Forms generated and used fall into two categories: OFFICIAL and UNOFFICIAL. Official forms developed by FLETC employees must be (1) approved by the appropriate Division Chief and the Forms Management Officer prior to use and/or publication and (2) assigned a FLETC forms number by the Forms Management Officer. Unofficial forms do not require approval, but must be sent to the Forms Management Officer for assignment of an identification number.
- , All new or revised forms which present or collect personal information about individuals shall reflect an appropriate Privacy Act Statement.
- , FLETC-generated Official Forms will be approved and numbered by the Forms Management Officer. The number will identify the applicable office or division and will include an edition date, e.g., FTC-SAF-7(Rev. 05-95). Unofficial Forms will be assigned identification numbers.
- , Reproduction of forms on local photocopiers is authorized as long as small quantities are produced. Large quantities must be obtained through the Printing and Graphics Branch's request process.
- , High usage forms will be stocked and issued by the FLETC Office Supply Store.
- , Automated forms may be utilized when practical; however, such forms must meet approval and/or numbering requirements.

SPECIFIC RESPONSIBILITIES

- , The Office of Administration is responsible for establishing the policies and procedures for administering the Forms Management Program.

, The IRMO is designated as the Forms Management Officer and is responsible for implementing and maintaining the Forms Management Program. The IRMO, along with the Forms Management Committee, will develop, implement, and maintain a forms management function consistent with appropriate laws, regulations, and Departmental and FLETC policies.

CHAPTER 4

FEDERAL LAW ENFORCEMENT TRAINING CENTER INFORMATION DISCLOSURE ACTIVITIES

INTRODUCTION

This chapter provides policies and responsibility assignments for the conduct of information disclosure activities at the FLETC. The provisions of this chapter apply to FLETC employees, contractors, and students.

APPLICATION OF DISCLOSURE POLICY

- , It is the intent of this directive and the laws upon which it is based that releasable FLETC information be made available to the public. However, sound judgement must be exercised when providing information to others. Care must be exercised to ensure that the information in question is not restricted by one of the categories discussed in this chapter.
- , The fact that a person has possession of certain information does not automatically confer the right for that person to distribute the information to anyone that person desires. This is particularly important with respect to training or research materials pertaining to sensitive law enforcement techniques or procedures. Prior to any release other than a Freedom Of Information Act request, the proposed release must be discussed with the program manager responsible for that information for release approval.

FREEDOM OF INFORMATION ACT

This section establishes the policies and major responsibility assignments to ensure compliance with the Freedom of Information Act (FOIA) of 1966, as amended in 1974 and 1986.

BACKGROUND

The FOIA provides that Federal agencies will disclose their records to the public upon request, and in a timely manner, unless the requested records fall within one of the statute's nine specific exemptions, and the agency elects to exercise the applicable exemption. The intent of the law is clear: Agencies are required to provide releasable information from Federal records upon request by any person. Presidential directives have further iterated a policy of openness in government.

POLICY

- , The FLETC will provide maximum allowable disclosure of records upon request by any individual.
- , Disclosure Officers and all managers will implement the FOIA uniformly and consistently in accordance with the Department of the Treasury Directive 25-05, Treasury regulations found at 31 CFR Part 1, Subpart A, and the Department of the Treasury FOIA Handbook (TD P 25-05).
- , Records shall be disclosed unless they are appropriate for withholding by one or more of the FOIA exemptions or exclusions. Records requested by the Disclosure Officers from various FLETC offices for disclosure considerations may not be withheld by any employee for any reason.
- , Requests must be processed within the time limits established by law.
- , Requesters have the right to appeal initial disclosure determinations to the FLETC Director. Because of the Director's appellate role, initial FOIA requests shall not be discussed with the Director by anyone. If the Director is involved with an initial disclosure decision or action, it may be necessary for the appeal action to be decided by the Treasury Department.

SPECIFIC RESPONSIBILITIES

- , The Disclosure Officers are responsible for ensuring compliance with the requirements of the FOIA. Included with this compliance responsibility is the requirement to receive annual training and to provide awareness training to all staff.

- , The Chief, Management Analysis Division, and the IRMO are the only individuals designated as Authorized Disclosure Officers for FLETC information requested under the FOIA. At no time will any other individual respond to a FOIA request.
- , Employees of the FLETC will immediately forward all FOIA requests to the Management Analysis Division as well as comply with requests from the Disclosure Officers for all records in response to FOIA requests. The official having the record may recommend disclosure/non-disclosure of records, but the initial determination as to whether records requested will be released will be made by the Disclosure Officer.
- , The Director, FLETC, is responsible for processing appeals made in response to the initial determination by the Disclosure Officers to deny disclosure of requested information.

PRIVACY ACT

This section establishes the policies and major responsibility assignments for complying with the Privacy Act (PA) of 1974. For further Privacy Act guidance and information, please refer to TD 25-04, Implementation of the Privacy Act of 1974, as Amended; the Department of the Treasury "Privacy Act Handbook" (TD P 25-04); Treasury disclosure regulations at 31 CFR Part 1, Subpart C; the Department of Justice's "Freedom of Information Act Guide and Privacy Act Overview"; and Appendix I to OMB Circular A-130.

BACKGROUND

The Privacy Act of 1974, as amended, established safeguards for protecting individual privacy regarding the collection, maintenance, use, and dissemination of Federal records pertaining to individuals.

POLICY

- , It is the policy of the FLETC that all FLETC personnel shall be made aware of, and comply with, the Privacy Act and that information about individuals shall be collected, maintained, used, and disseminated in accordance with the Privacy Act and Treasury regulations found at 31 CFR Part 1, Subpart C.
- , Employees are prohibited from collecting, maintaining, using, or disseminating records containing personal information UNLESS such collection, maintenance, usage, or dissemination is authorized by statute

and is published in a PA System of Records Notice in the FEDERAL REGISTER prior to the commencement of such activity.

- , All PA system of record notices will be prepared in accordance with the Departmental Disclosure Office's procedures for publishing in the Federal Register. A notice will be provided by the FLETC Privacy Act Officer to FLETC Legal Counsel for concurrence. The final notice package will be transmitted by the Director of FLETC to the Deputy Assistant Secretary (Administration) through the Departmental Disclosure Officer.
- , All FLETC forms or other instruments requesting information from individuals will contain the required Privacy Act Statement covering:
 - < the legal authority authorizing the collection of the information - and whether the collection is mandatory or voluntary;
 - < the purpose(s) for which the information is intended to be used;
 - , < the "routine uses" which may be made of the information; and
 - < the effects on the individual, if any, of not providing all or any part of the requested information.
- , Disclosure of personal information may be made ONLY by the following individuals in compliance with the PA and 31 CFR Part 1, Subpart C.
 - < Privacy Act Officer(s) - Any and all releasable information.
 - < Personnel Office Staff - Personnel information when authorized by the subject of the record.
 - < Educational Aids - Student information when authorized by the subject of the record.
- , Disclosure training will be provided to individuals authorized to make disclosures of personal information.

SPECIFIC RESPONSIBILITIES

- , All employees are responsible for protecting sensitive information in their care, making disclosures of that information in accordance with published "Routine Uses" ONLY, maintaining an "accounting of disclosures" made pursuant to a routine use outside of the Department of the Treasury, and for forwarding all other requests for Privacy Act information to the Management Analysis Division.

- , All supervisors shall be knowledgeable about the requirements of the PA and applicable regulations and comply with those provisions. Supervisors are also responsible for ensuring that their employees are informed of the PA requirements that apply to the employee's work.
- , Privacy Act Officers are responsible for coordinating the implementation of the PA requirements, processing all non-routine use PA requests, preparing and submitting required PA notices and reports, ensuring that PA training is provided routinely, and providing advice and assistance to all offices and employees as needed.
- , The Director, FLETC, is responsible for designating Privacy Act Officers for the FLETC. The Chief, Management Analysis Division, and the IRMO are the only persons so designated.

PUBLIC AFFAIRS INFORMATION RELEASES

One valuable means of distributing information to the public is via the FLETC Public Affairs Office. It is not the intent of this section to describe the policies and requirements of the Public Affairs Office. However, this section does provide the policy allowing that function to occur within the framework of information disclosure.

POLICY

- , Only employees authorized on a case-by-case basis by the Public Affairs Office can release information to the news media except for FOIA requests submitted by the news media (in those cases, the section on FOIA applies).
- , Any request for information, interviews, statements, comments, etc. received by any FLETC employee or contractor will be referred to the Public Affairs Office.
- , It is not the intent or purpose of any policy or requirement in this section to be construed to mean that information should be withheld from the media for any reason. However, such releases must be made only by Public Affairs personnel to ensure the proper coordination has been accomplished and that appropriate information is being released.

SPECIFIC RESPONSIBILITIES

- , All FLETC employees and contractor personnel will ensure they do not provide information to the news media unless first sanctioned to do so by the FLETC Public Affairs Office.

- , FLETC Public Affairs personnel will ensure the laws, regulations, policies, and guidance in this chapter are followed and that the appropriate information is released to the news media.

RELEASE OF INFORMATION TO INTERNATIONAL AUDIENCES

BACKGROUND

The FLETC trains many students from other countries and provides law enforcement advice and consultation to government officials from many countries around the world. In delivering these services, FLETC officials must all be cognizant of the impact our words and actions may have on those receiving these services. International customers and students can easily misunderstand our words or actions because of different governmental policies, political situations, cultural differences, language interpretation problems, or other factors. Therefore, all office directors must ensure that individuals representing the FLETC remain alert to these concerns and act accordingly.

POLICY

- , Legally releasable information will be willingly released to international students and customers in accordance with appropriate laws or directives.
- , Staff members will use professional judgement when speaking or interacting with law enforcement officers or other officials from other countries to ensure the information utilized is of an appropriate nature for the audience and that it is explained in sufficient detail as to allow for clear comprehension by the audience.
- , To properly instruct any law enforcement topic, instructors must include all the necessary information to meet the interim and terminal performance objectives. However, sometimes information used in training is sensitive or includes law enforcement techniques that could be jeopardized by being released to the public at large. In such a situation the program manager, after reviewing and identifying the sensitive information, must delete or modify it.
- , The following actions will be taken by program managers for each class in which international students are members:
 - < Review all course material scheduled for use during the training, and, considering the cultural background of the students attending

that particular class, determine whether any material or information should be extracted from the program.

- < Advise all instructors in the program about any modifications made in a given program.
- < Program managers will satisfy themselves that they have taken all appropriate measures to ensure the material presented is understandable and appropriate for the audience concerned.

, Any questions about the utilization of certain information should be directed to the program manager responsible for that particular class.

CONGRESSIONAL INQUIRIES

POLICY

, Congressional inquiries will be answered by Director's Office personnel ONLY. Any written inquiry received will be immediately hand carried to the Director's Office. Congressional correspondence referred by Treasury's Office of Legislative Affairs, Office of Enforcement, and/or Office of Management will also be hand carried immediately to the Director's Office for processing.

, FLETC personnel receiving a telephonic inquiry from a representative of Congress or his/her staff must obtain

- < (1) the name and title of the person calling,
- < (2) the Congressional Office the caller represents, and
- < (3) the nature of the inquiry.

The recipient shall immediately phone this information to the Director's Office AND follow the phone call with a memorandum confirming the information.

, As necessary, the Director's Office will assign an Action Officer to obtain information and prepare a draft response for the Director's signature in reply to Congressional inquiries.

CONTROL AND SAFEGUARDING OF NATIONAL SECURITY INFORMATION

This section discusses the policies and major responsibility assignments for the control, handling, and processing of classified information at the FLETC. It applies to all personnel, including students, with access to classified national security information.

DEFINITION: A CLASSIFIED DOCUMENT includes, but is not limited to, any of the following types of material which contain information that has been classified either Top Secret, Secret, or Confidential:

- , Handwritten, typed, or printed material such as notes, memorandums, lesson plans, research material, or copies of such materials;
- , automated data processing tapes, floppy/hard disk storage devices, CD ROM discs, optical disks, or any other electronic format file or document; or
- , photographic or audiovisual materials such as still pictures, slides, and/or moving films.

CATEGORIES OF CLASSIFICATION: The following levels of classification apply to information covered by this directive:

- , Top Secret - Information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security.
- , Secret - Information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security.
- , Confidential - Information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security.
- , Limited Official Use - An “administrative control legend” applied to unclassified Department of the Treasury information that is to be handled, safeguarded, and stored in a manner equivalent to national security information classified “Confidential”.
- , Derivative Classification - Derivative classification markings are applied when information already classified has been incorporated, paraphrased, restated, or generated in a new form AND the information has been altered in a manner that changes the level of, or removes, the basis for classification.

POLICY

- , All classified documents come under the control of the FLETC's designated Classified Documents Control Officer (CDCO), or a designated alternate.
- , Documents will be handled in accordance with the procedures and instructions published in the FLETC Guidelines for the Handling of Classified Materials.

SPECIFIC RESPONSIBILITIES

- , The Director, FLETC, is responsible for designating a primary and an alternate CDCO. The Director is also authorized to derivatively classify national security information as Top Secret, Secret, or Confidential on the basis of source documents or via use of an approved classification guide. The Director may not re-delegate derivative classification authority.
- , The CDCO will:
 - < Ensure all staff handling classified information are aware of the requirements outlined in the guidelines.
 - < Develop a security education program and ensure that specific guidance is provided to persons who have classified documents in their possession.
 - < Develop a plan for the protection, removal, or destruction of classified material in the event of fire, natural disaster, civil disturbance, or enemy attack.
- , The Deputy Director, Office of Administration, serves as the Physical Security Officer (PSO) and will conduct periodic inspections of work areas where classified material is stored or used.
- , All FLETC employees who are provided access to classified material shall periodically review and be knowledgeable of the requirements for the handling and safeguarding of classified material. Any employee who possesses, or has knowledge of the existence of, classified documents within their area of responsibility regardless of how the material was obtained, must contact the CDCO to ensure the proper recording and handling of documents.
- , Instructors will ensure that all classified information distributed or used for classroom instruction is properly safeguarded and accounted for at all times.

VIOLATIONS

Any individual, at any level of employment, determined to have been responsible for the unauthorized release or disclosure (or potential release or disclosure) of classified national security information, whether it be knowingly, willfully, or through negligence, shall be notified by the CDCO that his/her action is in violation of 31 CFR, Part 2, National Security Information, dated January 17, 1990, and Executive Order No. 12356, National Security Information, dated April 2, 1982, as amended; and, after an affirmative determination of a security violation, administrative action shall be taken under applicable personnel rules and regulations.

CHAPTER 5

FEDERAL LAW ENFORCEMENT TRAINING CENTER INFORMATION SYSTEMS AND TECHNOLOGY

The following FLETC Directives will be incorporated as published until revised:

- 10-08.A - Information Systems Programming Services
- 73-20 - Radio Frequency Management
- 82-01 - Control of Automated Information Systems
- 82-02 - Automated Information Systems Security
- 82-03 - Standards for Information Systems of FLETC
- 86-01 - Telephone Service Control and Use at the FLETC

CHAPTER 6

FEDERAL LAW ENFORCEMENT TRAINING CENTER AUDIOVISUAL AND PRINTING SERVICES

The following FLETC Directives will be incorporated as published until revised:

70-05 - Printing and Publishing Services

70-05.A - Audiovisual Management at the FLETC

CHAPTER 7

FEDERAL LAW ENFORCEMENT TRAINING CENTER INFORMATION ACCESS SERVICES

BULLETIN BOARDS (WALL MOUNTED AND ELECTRONIC)

This chapter addresses the use of bulletin boards at the FLETC and is concerned with the manual, better known as wall mounted, bulletin board as well as electronic bulletin boards.

POLICY

, Manual Bulletin Boards are subject to the following stipulations:

- < The establishment and use of all bulletin boards within assigned areas must be approved in advance by a FLETC division chief or above, Participating Organization representative, or senior contractor official (with concurrence of the Contracting Officer).
- < Bulletin boards may be affixed to walls ONLY under the direction of the Operations Branch Chief, Facilities Management Division (Glynco) and the Facility Management Specialist (Artesia).
- < Union bulletin boards shall be provided by the Government and utilized by the Union in accordance with provisions contained in the current Union contract.
- < To ensure uniformity throughout FLETC buildings, all bulletin boards will be acquired through the Property Management Division.
- < Bulletin boards may reflect ONLY information concerning official Government business, sanctioned activities (student/staff, Recreation Association, Federal Women's Program, civic events/benefits - non-profit/non-commercial), and/or organizational announcements. All notices must be placed on bulletin boards; they are NOT to be posted on doors, walls, etc.
- < Prohibited from all bulletin boards are the unauthorized soliciting of alms or contributions, the displaying or distributing of any

commercial advertising, or the displaying of any "advertising" which would provide personal gain (no for sale notices, lease/rent notices, etc.)

, Electronic Bulletin Boards are subject to the following stipulations:

- < (1) Official electronic bulletin boards are not to be created unless coordinated with the IRMO and approved by the Information Systems Officer (ISO).
- < (2) Private electronic bulletin boards created on employee owned or contracted electronic equipment cannot reflect the Seals of the Treasury or the FLETC and will clearly indicate that they are private bulletin boards and not government (FLETC) owned or sponsored if any material on the boards is information about FLETC activities or programs.

INTERNET AND INTRANET ACCESS AND USE

POLICY

, INTERNET ACCESS

- < Until such time as the FLETC is connected to the Treasury Department via a direct line, access to the Internet will be via an ISD approved private vendor. Funding must be available within the Office to cover the monthly charges for this access. Any number of employees can be provided with access under this policy; however, managers should exercise care in making access determinations as it is highly unlikely that large numbers of employees in any one Office currently require Internet access. Further, such access necessitates certain equipment and telecommunications requirements which must be coordinated with the ISD in advance.
- < Access to the Internet by any other means for any other reason is strictly prohibited. Once direct connection to the Treasury Department is obtained, it should be possible to accommodate anyone with a need for Internet access. Once direct connection is possible, no other connections to the Internet will be allowed per Treasury directive.
- < No FLETC organizational element will establish any server connected to the Internet without prior coordination with the IRMO

and approval by the ISO. This includes connections “for training purposes”.

- < Employees will not place any FLETC information on the Internet through any means without prior approval from the FLETC Director. Such requests must be coordinated with the IRMO in advance of being presented to the Director for final decision.

ESTABLISHMENT OF INTRANETS

- < Offices or sub-elements will not establish Intranet systems or servers without prior coordination with the IRMO.
- < Prior to attempting to place an FLETC information on some other organization’s Intranet, approval must be coordinated with the IRMO with the final decision being made by the FLETC Director.

ESTABLISHMENT OF PAGES ON WORLD WIDE WEB

- < The FLETC maintains, via the Treasury Department, information on the World Wide Web (WWW). Requests or suggestions to have certain information placed on that site must be forwarded to the IRMO.
- < Employees will not provide FLETC information to anyone or any agency for inclusion on any WWW page without prior approval of the FLETC Director. Such requests must be coordinated with the IRMO in advance of being presented to the Director for final decision.

Amendment 1 - 9/27/96

FLETC DIRECTIVE (FD)	NUMBER: 80-00.A Amendment 1
Subject:	DATE: 09/27/96 Sunset Review: 09/12/96
INFORMATION RESOURCES MANAGEMENT	

1. PURPOSE. To amend FD 80-00.A, Chapters 5 and 6.

2. ACTION.

Cancel FD 67-35.I, Credits for Written Documents and Video Tape Programs, dated 06/08/88, by incorporation into Chapter 6.

<u>Remove/Retain</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
Remove Chapter 5	09/12/96	Amendment 1	
Retain FD 73-20	05/25/82		
Retain FD 86-01	03/14/96		
Remove Chapter 6	09/12/96	Amendment 1	
Retain FD 70-05	03/09/89		

/s/

Charles F. Rinkevich
Director

Attachment